

JOB DESCRIPTION: **ASSESSMENT CLERK II**DATE: **05/11/2010**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	022
SUPERVISOR:	Office Manager	SALARY RANGE:	22
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform specialized clerical duties requiring considerable knowledge of laws relating to assessment and taxation of real and personal property. Establish, maintain and delete assessment records for real and personal property in the County. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Establish, maintain and delete assessment records of real and personal property. Process journal vouchers, jackets, trip permits, change of ownership, assets and other items as necessary.

Enter and balance values affecting past or current year taxes (input vouchers) on real and personal property. Assist Office Manager in running controls on real and personal property.

Process and maintain records (e.g., applications, forms and questionnaires) for specialized programs such as business personal property, floating property, exempt property, drainage districts and farm/forest programs.

Prepare proration of taxes for partition plats, condominiums, planned communities and cemeteries.

Create and maintain subdivisions, combinations, annexations and PCM records for the Cartographer or Assessor.

Read and interpret legal descriptions as necessary.

Create new accounts or initiate cancellation of accounts and complete vouchers for the segregational division of real property or change in code areas. Enter value changes and balance acreage, special assessments and value changes.

Prepare vouchers and enter data for real and personal property value changes. Enter property inventory data into computer assisted appraisal program. Balance prior values with current changes. Distribute information as appropriate.

Answer telephones and assist customers at counter regarding assessment and taxation. Respond to questions, provide information and discuss procedures related to real and personal property assessment.

Provide specialized and general clerical support for office, including photocopying, typing, filing, map printing, preparing and processing mailings. Provide assistance to other clerical support staff within the Assessment or Tax Departments as needed.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. However, position may be involved in the training and orientation of lower classification and/or newly assigned department personnel.

SUPERVISION RECEIVED: Work under the close supervision of the Office Manager or Deputy Tax Collector who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation and three years general office experience, which must include at least two years as an Assessment Clerk I or equivalent position in an Oregon County Assessor's Office. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the laws and regulations relating to the assessment of real and personal property. Knowledge of office practices and procedures. Knowledgeable in the use of computers and business software such as word processing, databases and spreadsheets.

Ability to accurately prepare, complete, maintain, organize and understand forms, clerical records and reports in a timely manner. Ability to solve problems without direct supervision and prioritize and accomplish a multitude of tasks in a busy office. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.